

लोक सेवा आयोग

नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह, राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम पाठ्यक्रमको रुपरेखा :- यस पाठ्यक्रमको आधारमा निम्नानुसार दुई चरणमा परीक्षा लिइने छ :

प्रथम चरण :- लिखित परीक्षा

पूर्णाङ्क :- २००

द्वितीय चरण :- अन्तर्वार्ता

पूर्णाङ्क :- ३०

प्रथम चरण – लिखित परीक्षा योजना (Examination Scheme)

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या X अङ्कभार	समय
प्रथम	पुस्तकालय विज्ञान	१००	४०	वस्तुगत बहुउत्तर (Multiple Choice)	१००X१ = १००	१ घण्टा १५ मिनेट
द्वितीय		१००	४०	विषयगत (Subjective)	१०X१० = १००	३ घण्टा

द्वितीय चरण

विषय	पूर्णाङ्क	परीक्षा प्रणाली
व्यक्तिगत अन्तर्वार्ता	३०	मौखिक

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुन सक्नेछ ।
- पाठ्यक्रमको प्रथम तथा द्वितीय पत्रको विषयवस्तु एउटै हुनेछ ।
- प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- प्रथम तथा द्वितीय पत्रहरूको एकाईहरूबाट सोधिने प्रश्नहरूको संख्या निम्नानुसार हुनेछ

प्रथम पत्रका एकाई	1	2	3	4	5	6	7	8	9	10
प्रश्न संख्या	10	10	10	10	10	10	10	10	10	10
द्वितीय पत्रका खण्ड	A			B			C			D
द्वितीय पत्रका एकाई	1	2	10	3	4	5	7	8	6	9
प्रश्न संख्या	1	1	1	1	1	1	1	1	1	1

- प्रथम पत्रमा वस्तुगत बहुउत्तर (Multiple Choice) प्रश्नहरूको उत्तर सही दिएमा प्रत्येक सही उत्तर बापत १ (एक) अङ्क प्रदान गरिनेछ भने गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अर्थात् ०.२ अङ्क कटौत गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कटौत पनि गरिने छैन ।
- द्वितीय पत्रको विषयगत प्रश्नका लागि तोकिएका १० अङ्कका प्रश्नहरूको हकमा १० अङ्कको एउटा लामो प्रश्न वा एउटै प्रश्नका दुई वा दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू (Short notes) सोध्न सकिने छ ।
- द्वितीय पत्रको पाठ्यक्रमलाई ४ वटा खण्ड/एकाईमा विभाजन गरिएको छ, ४ वटा खण्ड/एकाईको लागि ४ वटै उत्तर पुस्तिका दिइनेछ र परिक्षार्थीले प्रत्येक खण्ड/एकाईका प्रश्नहरूको उत्तर सोही खण्ड/एकाईको उत्तर पुस्तिकामा लेख्नु पर्नेछ ।
- यस पाठ्यक्रममा जेसुकै लेखिएको भएता पनि पाठ्यक्रममा परेका ऐन, नियमहरू परीक्षाको मिति भन्दा ३ (तीन) महिना अगाडि (संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा रहेको सम्झनु पर्दछ ।
- प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको अन्तर्वार्तामा सम्मिलित गराइनेछ ।
- यस भन्दा अगाडि लागू भएका माथि उल्लिखित सेवा, समूहका पाठ्यक्रम खारेज गरिएका छन् ।
- पाठ्यक्रम लागू मिति :- २०६२/२/२४ देखि

प्रथम तथा द्वितीय पत्र :- पुस्तकालय विज्ञान

Section A- 30 Marks

1. Library and Society

- 1.1 History and development of libraries and their roles in society
- 1.2 Role of libraries in modern society
- 1.3 Types of libraries: their aims, objectives and functions, a descriptive account of National Libraries, Academic Libraries: University, College and School Libraries, Public Libraries, Special Libraries Mobile Libraries and Information Centers.
- 1.4 Law of library science
- 1.5 Normative principles
- 1.6 Library legislation and library Act
- 1.7 ISBN and ISSN
- 1.8 Depository Act
- 1.9 Library Associations; systems and programs
- 1.10 Role of professional associations
- 1.11 Library activities of UNESCO, IFLA & INSDOC
- 1.12 Books Publisher's Association
- 1.13 Book Development Council

2. Library and Information Management

2.1 Management

- 2.1.1 Library Management: Definition, Nature, Purpose, Characteristics and Functions
- 2.1.2 Managerial Roles: Interpersonal role, Informational roles and Decision roles
- 2.1.3 Management Skills: Technical, Human, Conceptual, Design
- 2.1.4 History and Development of Scientific Management
- 2.1.5 Administration Vs. Management
- 2.1.6 Librarianship : Philosophy & Ethics
- 2.1.7 Scientific Management: Functions and Principles

2.2 Planning

- 2.2.1 Library Buildings: Design and Preliminary Considerations
- 2.2.2 Space Management: Areas & Sub-areas
- 2.2.3 Library Furnitures: Book racks, Catalogue Cabinets, Reading Room Tables & Chairs Counters, Display Racks (for Periodicals)
- 2.2.4 Standards and Specifications

2.3 Library House-keeping Operations

- 2.3.1 Collection Development: Book Plan, Book Policies & Programmes
- 2.3.2 Acquisition Section, Book Selection, Ordering Procedure, Accessioning
- 2.3.3 Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use.
- 2.3.4 Maintenance: Relationship with other Sections, Stacking, Shelving, Binding, Stock-taking. Preservation and Conservation, IFLA PAC
- 2.3.5 Circulation Control: Functions, Routines, Registration of Borrowers, Circulation Systems, Inter-library Loan.

नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह, राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

2.4 Financial Management

- 2.4.1 Finance: Library Finances, Sources of Revenue, Income and expenditures
- 2.4.2 Budget: types, Methods of Budget making (Line by line PPBS & IBB) General Standards, Budgetary control.
- 2.4.3 Library Statistics
- 2.4.4 Annual Reports

2.5 Human Resources Management

- 2.5.1 Library Personnel Management: Job analysis, Job description, Staff recruitment, Staff manual, Performance appraisal.

2.6 Library Committees

- 2.6.1 Library Committee: Need, Purposes, Functions, Roles & types

2.7 Library Rules and Regulations:

- 2.7.1 Library rules and regulation: Need, Purpose, Functions and Enforcement, Contents
- 2.7.2 Library Brochures

2.8 Management Techniques:

- 2.8.1 Systems analysis PERT/CPM, MIS

10. Library and Information System and Services in Nepal

- 10.1 History of library and library science education in Nepal
- 10.2 Development of Public Libraries in Nepal
- 10.3 Academic library system in Nepal
- 10.4 Nepal National Library
- 10.5 Special libraries in Nepal
- 10.6 Bibliographic control mechanism in Nepal
 - 10.6.1 Nepal National Union Catalogue
 - 10.6.2 Nepalese National Bibliography
 - 10.6.3 ISBN system in Nepal
- 10.7 Library legislation in Nepal
- 10.8 Information literacy in Nepal
- 10.9 Information Technology Policy of Nepal
- 10.10 Nepal Library Association
- 10.11 World intellectual property organization and intellectual property in Nepal

Section B- 20 Marks

3. Library Cataloguing and Indexing

- 3.1 Need, purpose and function of a library catalogue
- 3.2 Physical forms (External form)
- 3.3 Types of catalogue: Internal forms
- 3.4 Kind of entries
- 3.5 Data elements in different types of entries
- 3.6 Structures of names and their rendering
- 3.7 Comparative study of AACR –2 (Anglo-American Cataloging Rule)
- 3.8 Subject cataloguing & Indexing problems and models (techniques only) specially chain procedure, PRCIS and POPSI
- 3.9 Card filing
 - 3.9.1 Alphabetical
 - 3.9.2 Classified

लोक सेवा आयोग

नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह, राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

4. Information Processing and Retrieval Technique (Library Classification)

- 4.1 Definition, Need, Purpose and Function
- 4.2 History and Theory
- 4.3 Introduction to Major Schemes of Classification
 - 4.3.1 DDC
 - 4.3.2 CC
 - 4.3.3 UDC
- 4.4 Analytico-Synthetic Scheme of Classification
 - 4.4.1 Postulation Approach
 - 4.4.2 Fundamental Categories
 - 4.4.3 Phase Relations
 - 4.4.4 Call Number
- 4.5 Notation: Hospitality in Array and Chain, Kinds of Mnemonics.
- 4.6 Species of Classification Schemes
 - 4.6.1 Enumerative
 - 4.6.2 Analytico-Synthesis
 - 4.6.3

Section C- 30 Marks

5. Information Sources, Services and Information Literacy

- 5.1 Primary, secondary and tertiary information sources
- 5.2 Non-book materials and electronic sources
- 5.3 Need of information services
- 5.4 Reference and information services
 - 5.4.1 User orientation/User education
 - 5.4.2 Current Awareness Services
 - 5.4.3 Selective Dissemination of Information
- 5.5 Information literacy
 - 5.5.1 History
 - 5.5.2 Component of information literacy
 - 5.5.3 Characteristic of information literate persons.

7. Library Automation

- 7.1 Definition, need, purpose and functions of library automation
- 7.2 Library Management Software e.g. CDS/ISIS or WINISIS
- 7.3 Designing Bibliographic Databases
- 7.4 Library Housekeeping Systems
- 7.5 OPAC
- 7.6 MARC, OCLC

8. Information and Communication Technology

- 8.1 Introduction to computers
- 8.2 Online databases
- 8.3 Webpage design
- 8.4 Information Technology (IT) policy of Nepal
- 8.5 Multipurpose Community Telecentres
- 8.6 UNESCO and ICT
- 8.7 Internet and email
- 8.8 Information Network
- 8.9 CD-ROM Databases

लोक सेवा आयोग
नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय
विज्ञान उपसमूह, राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम
Section D- 20 Marks

6. Bibliography and Documentation

- 6.1 Bibliography: Need, Types, Function, Bibliographic control
- 6.2 Abstracting techniques and types of abstracts, Importance
- 6.3 Bibliographic Services
- 6.4 Tools and Techniques for Indexing and Abstracting
- 6.5 Documentation: Definition, scope, functions and types.
- 6.6 Documentation services: CAS, SDI, Current contents etc.

9. Role of library and Information Centers in Education and Research

- 9.1 Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
- 9.2 Role of library and Information Centers in Education
 - 9.2.1 Formal education and Academic Library Systems
 - 9.2.2 Informal education and Public Library Systems
- 9.3 Research and Librarianship
 - 9.3.1. Role of Librarianship in Research
- 9.4 Research and Librarianship
 - 9.4.1. Definition, Need, Purpose
 - 9.4.2. Role of Librarianship in Research
 - 9.4.3. Areas of Research in Librarianship
 - 9.4.4. Research Methodology in Library Services

वस्तुगत नमूना प्रश्नहरू

- 1. Division into 10 is called:
A) Fiction B) Dichotomy C) Decachotomy D) Distillation
Correct Answer:- (C)
- 2. The most suitable method of arranging books on shelves is:
A) By Author B) By Subject
C) By Size D) None of the above
Correct Answer:- (B)
- 3. The Classification of the things according to size, colour etc. is called:
A) Natural classification B) Artificial classification
C) Logical classification D) Library classification
Correct Answer:- (B)
- 4. Who is known as of Library classification
A) Melvil Dewey B) W.C.B. Sayers
C) Ranganathan D) J.D. Brown
Correct Answer:- (B)
- 5. The term classification has been derived from the:
A) Latin B) French
C) English D) Greek
Correct Answer:- (A)

लोक सेवा आयोग

नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह, राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

6. When was the present IT policy issued by His Majesty's Government?
A) 2000 B) 2001
C) 2002 D) 2004

Correct Answer:- (A)

7. What is the maximum number of stopwords in CDS/ISIS software?
A) 999 B) 899
C) 799 D) 699

Correct Answer:- (C)

8. What is research:
A) A method to obtain solution of the problems
B) A descriptive method to obtain solution of the problem
C) A systematic method to obtain solution of the problem
D) Systematic method to obtain tentative solution of the problems

Correct Answer:- (D)

विषयगत नमूना प्रश्नहरू (Sample questions)

1. What is multipurpose community telecentre? Explain their development in Nepal during the Tenth Plan.
2. Describe the search language of CDS/ISI
3. What is library management software? Discuss the different modules applicable in a library.
4. Explain the structure of DDC system and mention its characteristics
5. Highlight the mode of formation of subjects and explain its importance in classification
6. Explain the importance of research in education and mention the areas of research in librarianship
7. What is meaning of research? And why it is needed in higher education.
8. State the different types of library and justify the need of a particular library in our society.
9. Library Association can not only uplift the status of the libraries but also
10. List the different types of book reviews and give at least two reasons for their limited value for selection of current books.
11. Enumerate the various types of reading rooms provided in a big library
12. Define the causes of deterioration of reading materials and suggest suitable for its control.
13. State the need of library legislation in Nepal
14. Write short ANY two
 - a) List the type of guides for a stack rooms
 - b) Accession register
 - c) Dummy system